

Supportive Services for Veteran Families (SSVF)

Homelessness Prevention

Eligibility Screening Disposition Form

Instructions

Persons applying for SSVF homelessness prevention assistance (i.e., category 1 of persons occupying permanent housing) must first be screened for VA eligibility. Eligibility must be documented using the SSVF Eligibility Screening Disposition Form. Forms must be completed by SSVF grantee staff using information obtained from the head of household. Screening disposition forms should be supported by additional assessment and documentation of the eligibility conditions and targeting factors indicated. All screening forms must be signed and dated by the authorized SSVF staff person completing the form.

STAGE 1: VA ELIGIBILITY

SSVF grantee staff should assess each applicant household according to the eligibility requirements listed below. Applicants must meet all eligibility requirements in order to receive SSVF assistance.

SSVF Eligibility Requirements

To be eligible for SSVF homelessness prevention assistance, **each** of the following VA conditions must be met. Note that SSVF grantees may require additional eligibility criteria in addition to the VA criteria listed below.

1. ***A member of a Veteran family:*** Applicant households must either be a Veteran or a member of a family in which the head of household, or the spouse of the head of household, is a Veteran. A Veteran is a person who served in the active military, naval, air service, Merchant Marines, or was activated by Presidential order and served in another state or country while in the National Guard or Reserves, and who was discharged or released wherefrom under conditions other than dishonorable.
2. ***Very low-income:*** Household gross annual income does not exceed 50% of area median income based on the income limits most recently published at <http://www.huduser.org/portal/datasets/il.html>.
3. ***Imminently at-risk of literal homelessness:*** Applicant households must (1) be imminently losing their primary nighttime residence, (2) have no other residence, and (3) not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless. To further qualify for services under category 1, the grantee must (4) document that the participant meets at least one of the following conditions:
 - a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b) Is living in the home of another because of economic hardship;
 - c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

- d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- e) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, or correctional institution) without a stable housing plan;
- f) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved screening tool.

STAGE 2: TARGETING

Each grantee may establish priorities for prevention assistance based upon the targeting factors and point system included in the form. Targeting factors have been identified to help further assess risk of literal homelessness and to prioritize the provision of supportive services to those very low-income veteran families most in need. Points have been assigned to factors based on research and practical experience. ***SSVF grantees may use these targeting criteria to prioritize or limit SSVF services for applicant households who score higher or above a minimum threshold. SSVF targeting criteria and thresholds must be approved by the VA.***

SSVF grantees should establish thresholds based upon the number of applicants vs. SSVF resources available. A grantee may establish that the higher the ratio of applicants to capacity, the higher the point threshold. For example, a program that can only accept and assist 10% of the number of eligible households who apply for prevention assistance could set a minimum score of 9 or higher to assign priority, while a program that has capacity to accept and assist 75% of eligible applicants may require only a score of 4.

Additionally, grantees may establish and score other targeting factors with applicants. The Stage 2 scoring sheet includes a row for this purpose. Grantee established factors must be approved by the VA and should be scored using a 1 to 3 scale.

Supportive Services for Veteran Families (SSVF)
Homelessness Prevention
Grantee Screening Criteria and Targeting Threshold Plan

Grantees must complete the sections below and submit this form to the SSVF Regional Coordinator for review and approval.

GRANTEE NAME

STAGE 1: VA ELIGIBILITY

Eligibility Condition 3. Imminently At-Risk of Literal Homelessness – Proposed Condition(s)

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Other Grantee Proposed Program Eligibility Conditions

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STAGE 2: TARGETING

Proposed Targeting Criteria

| Score (1, 2, 3) | Targeting Criteria |
|--------------------|--------------------|
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| | |
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| | |

Grantee Proposed Targeting Threshold Score

VA Approval

| | |
|--|--|
| | |
|--|--|

First Name (Print)

Last Name (Print)

| | |
|--|--|
| | |
|--|--|

Signature

Date

Supportive Services for Veteran Families (SSVF)

Homelessness Prevention

Grantee Screening Criteria and Targeting Threshold Plan

Instructions

Veteran families applying for SSVF homelessness prevention assistance (families qualifying under permanent housing Category 1) should be screened using the *SSVF Homelessness Prevention Eligibility Screening Form*. The screening form has been designed to ensure grantees **screen** for and **verify** ***applicant eligibility*** and ***target assistance*** to applicants who are most in need of assistance to avoid literal homelessness.

In order to use the screening form, a grantee must first: 1) receive VA approval for any additional eligibility or targeting criteria the grantee proposes to use in conjunction with VA criteria; and 2) receive approval for the targeting score the grantee proposes to use as a threshold for screening and approving eligible Veteran families for assistance. To receive VA approval, grantees should complete the attached *Grantee Screening Criteria and Targeting Threshold Plan* form OR submit comparable information to the VA Regional Coordinator for approval.

Once approved, grantees wishing to revise criteria or lower the scoring threshold must submit proposed changes to the VA for approval. However, grantees do not need VA approval to raise the targeting score threshold to further target assistance. Grantees raising their targeting score threshold are only required to notify their Regional Coordinator of this change and the new scoring threshold.

I. ELIGIBILITY AND TARGETING CRITERIA

SSVF grantees **may** adapt the *SSVF Homelessness Prevention Eligibility Screening Form* to meet the terms of their VA contract and other local conditions and needs in three ways:

Eligibility Criteria:

1. Establish additional eligibility criteria as part of “Eligibility Condition 3: Imminently At-Risk of Literal Homelessness.”

- ✓ **Identify criteria.** Grantees may identify one or more housing situations that have “characteristics associated with instability and an increased risk of homelessness.” This may include situations such as overcrowded housing, housing in buildings with significant safety or health hazards, domestic violence situations, etc. Grantees should base the proposed housing situation(s) on local data and experience that the proposed situations are associated with an increased risk of homelessness.
- ✓ **Submit to VA for approval.** To propose one or more additional housing situations associated with instability and increased risk of homelessness, complete the section labeled “**Eligibility Condition 3. Imminently At-Risk of Literal Homelessness – Proposed Condition(s)**” on the *Grantee Screening Criteria and Targeting Threshold Plan* form.
- ✓ **Use approved eligibility criteria for screening applicants in conjunction with VA required criteria.** Document results for each applicant on the *SSVF Homelessness Prevention Eligibility Screening Form*.

2. Establish “Other Program Eligibility Criteria” that are consistent with the VA approved program design and target population.

- ✓ Identify criteria. Grantees may identify one or more eligibility criteria to use when screening applicants related to the particular target population a program is designed to serve (e.g., young Veterans under age 25 with dependent children, female Veterans fleeing domestic violence, Veteran families with income at or below 30% AMI, etc.).
- ✓ Submit to VA for approval. To propose one or more additional program criteria based upon your approved program design and target population, complete section labeled **“Other Grantee Proposed Program Eligibility Conditions”** on the *Grantee Screening Criteria and Targeting Threshold Plan* form.
- ✓ Use approved eligibility criteria for screening applicants in conjunction with VA required criteria. Document results for each applicant on the *SSVF Homelessness Prevention Eligibility Screening Form*.

Targeting Criteria:

3. Establish additional targeting criteria and associated scores as part of “Stage 2: Targeting.”

- ✓ Identify criteria. Grantees may identify additional targeting factors to further prioritize applicants for homelessness prevention assistance. Each proposed additional targeting factor must be assigned a weight of 1, 2 or 3.
- ✓ Submit to VA for approval. To propose one or more additional targeting criteria and a score for each, complete the section labeled **“Proposed Targeting Criteria”** on the *Grantee Screening Criteria and Targeting Threshold Plan* form.
- ✓ Use approved targeting criteria for screening applicants in conjunction with VA required criteria. Document results for each applicant on the *SSVF Homelessness Prevention Eligibility Screening Form*.

II. THRESHOLD SCORE FOR APPROVING HOMELESSNESS PREVENTION ASSISTANCE

SSVF Grantees must propose a “threshold” score eligible Veteran families must meet or exceed to receive homelessness prevention assistance.

Targeting factors are included on the *SSVF Homelessness Prevention Eligibility Screening Form* in the “Stage 2: Targeting” section. Targeting factors and related points have been identified by the VA based on research and are intended to help grantees further assess the risk of literal homelessness and prioritize the provision of supportive services to those applicants who are most in need. SSVF grantees must use these targeting criteria (and any additional targeting criteria approved by the VA, per above) to assess and score eligible applicants and limit assistance to those who meet or exceed the total threshold score established by the grantee and approved by VA. Grantees may further prioritize assistance to applicants with scores above the VA approved threshold.

- ✓ Identify threshold score. SSVF grantees should establish a threshold score for targeting based upon the number of applicants vs. SSVF resources available. A grantee may establish that the higher the ratio of applicants to capacity, the higher the point threshold. For example, a program that can only accept and assist 10% of the number of eligible households who apply for

prevention assistance could set a minimum score of 9 or higher to assign priority, while a program that has capacity to accept and assist 75% of eligible applicants may require only a score of 4.

- ✓ Submit to VA for approval. To propose a targeting threshold, complete the section labeled “**Grantee Proposed Targeting Threshold Score**” on the ***Grantee Screening Criteria and Targeting Threshold Plan*** form.
- ✓ Use scoring and apply threshold score to applicants for Prevention Assistance. Document results for each applicant on the ***SSVF Homelessness Prevention Eligibility Screening Form***.

Draft Only